

## Mandatory Password Change

Password changes will be required every 120 days. Agents will begin receiving emails 12 days prior to their password expiring to remind them to change their password. If the password is not changed by the 121<sup>st</sup> day from the last password change or on the 13<sup>th</sup> day after receiving email notification, the current password will expire.

### Email Example:

**From:** ppmls@ppar.org [mailto:ppmls@ppar.org]

**Sent:** Wednesday, November 09, 2005 3:08 PM

**To:** Agent@xxxxxxx.com

**Subject:** RSC-Password into the PPMLS computer system needs updating!

Agent Name

- The RSC Board of Directors have approved the process which requires that the PPMLS TEMPO computer system passwords be changed every 120 days (approx. 3 times a year).
- Directors recognize the value of the data in the PPMLS database, and that this important information should only be accessible by current, paying Participants and their authorized staff.
- This process will send an email notice to you starting 12 days prior to the expiration of your password.
- If you have failed to change your password by the 13<sup>th</sup> day, you will be notified when you log into the system that your password has expired and you will be taken to the Change Password screen. Once you have changed your password you will be required to close your browser to complete the process and then you can log back in to the system.
- Following are the guidelines for selecting your new password:

New Password Requirements:

- 1) Must be between 6 and 15 characters long
- 2) Must contain at least 2 Alpha characters
- 3) Must contain at least 4 Numeric characters
- 4) Must contain only alphas and numeric characters
- 5) Spaces and other special characters are not allowed
- 6) You must use a different password

If you need assistance you may contact the RSC staff during normal business hours via phone at 719-635-5040, or by email to ppmls@ppar.org.

Thank you for your cooperation to ensure that the PPMLS remains a tool maintained by and for its Participants.

Once you start receiving this email you will have 12 days to change your password prior to it expiring. Follow the instructions in SEC 1 to change your password. You will continue to receive this email up to the time you change your password or your password has expired.

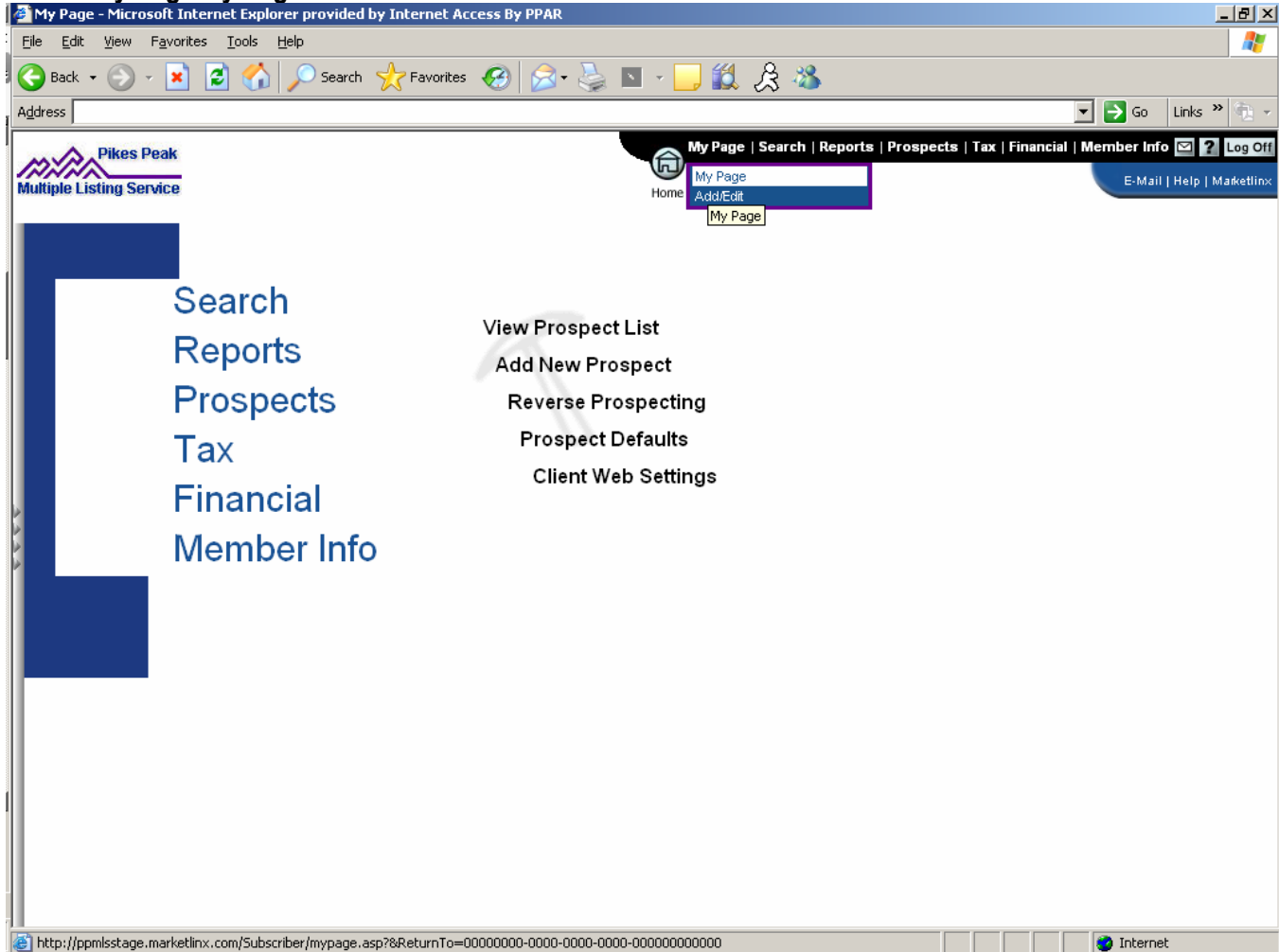
If you haven't changed your password by the 13<sup>th</sup> day of receiving the email notification, you will be notified when you log into the PPMLS Tempo system that your password has expired. See SEC 2 – Expired Passwords on how to proceed to change your password.

# SEC 1

## Password has not yet expired – How to Change your Password

Log into the PPMLS Tempo System. From the black navigation bar

Go to: **My Page/My Page**



## My Page/Change Password

My Page - Microsoft Internet Explorer provided by Internet Access By PPAR

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address  Go Links >>

**Pikes Peak**  
Multiple Listing Service

Home

My Page | Search | Reports | Prospects | Tax | Financial | Member Info | ? | Log Off

My Page | Add/Edit

Jennifer Forbes

- ▶ CMA Wizard History
- ▶ Preferences
- ▶ Edit My Email
- ▶ Change Your Password
- ▶ NAR Report

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Internet

Click on Change Your Password

Follow the **New Password Requirements** for creating your new password.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://ppmlstage.marketlinx.com/?>. The main content area features a blue header titled "Change Your Password". Below the header, there is instructional text: "To update your password you must enter your current password in the first box. Then enter your new password in the **New Password** field and in the **Retype New Password** field. The passwords will not be displayed." This is followed by a list of "New Password Requirements":

- 1) Must be between 6 and 15 characters long
- 2) Must contain at least 2 Alpha characters
- 3) Must contain at least 4 Numeric characters
- 4) Must contain only alphas and numeric characters
- 5) Spaces and other special characters are not allowed
- 6) A different password must be used

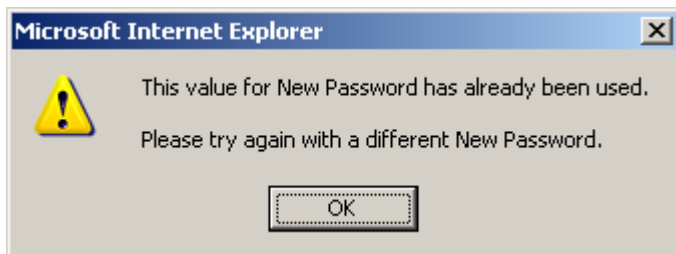
Below the requirements, it states: "Your new password will qualify for update when:"

1. Your current password is entered correctly
2. The new password follows the 6 rules listed above
3. The retype new password matches the new password

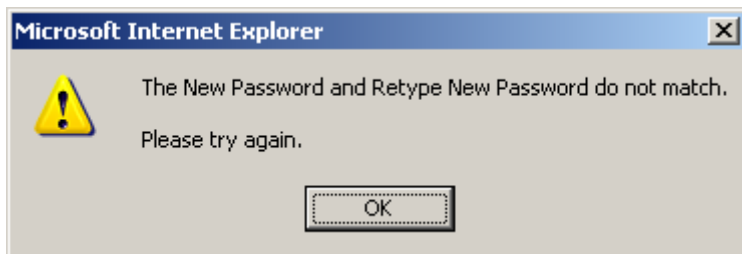
A note says: "Use the **Verify Change** button to test your new password before submitting." The form contains three input fields: "Current Password", "New Password", and "Retype New Password". At the bottom of the form are three buttons: "Verify Change", "Change Password", and "Clear Page".

After you have entered your **New Password** and **Retyped New Password** click **Verify Change**.

If you have tried to use a password value that has been used in the past you will get the following message. **NOTE:** You cannot reuse the same value for the last 2 password changes.



If **New Password** and **Retype New Password** do not match you will get the following message.



You will need to enter values in **New Password** and **Retype the New Password** again.

If you enter an incorrect value for **Current Password** you will get the following message and you will need to re-enter your current password.

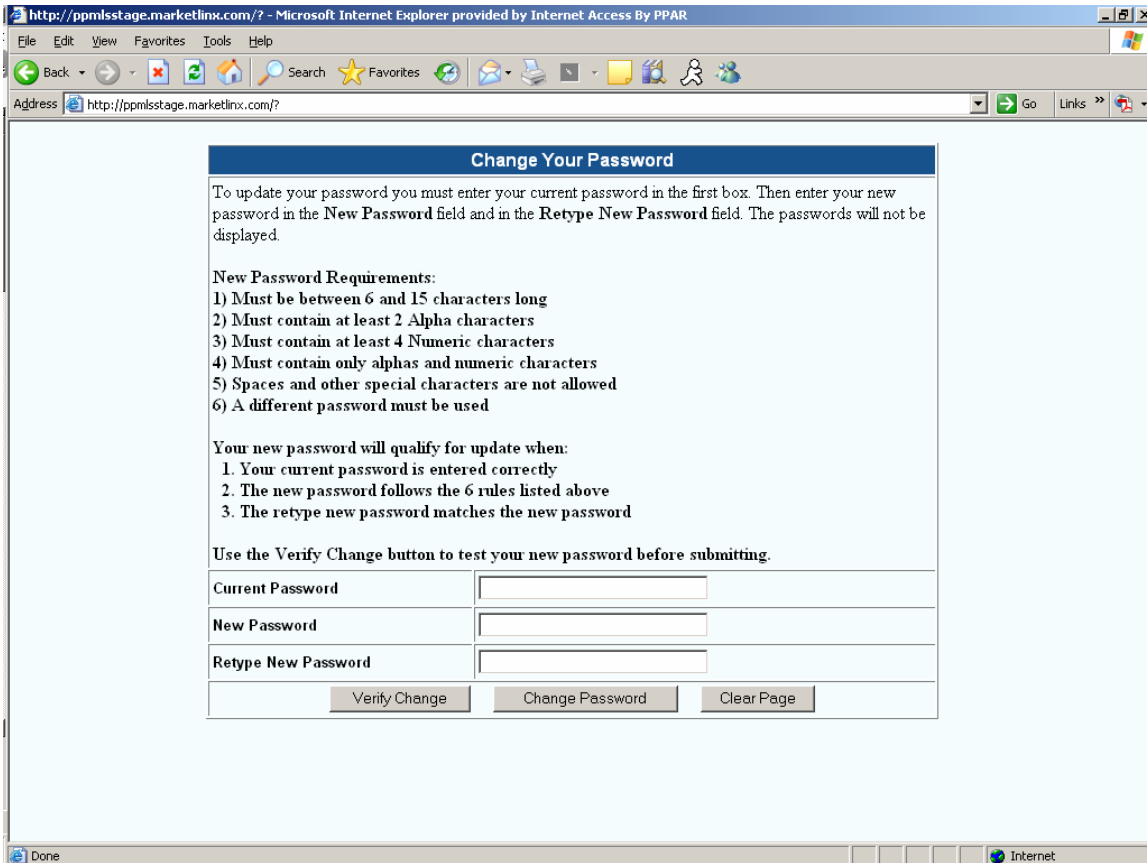


If all information is entered correctly you will see the following message.

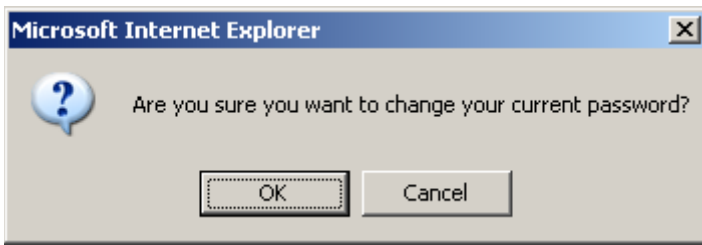


Click Ok.

Then click on **Change Password** on the Change Your Password screen



Click OK to change your password

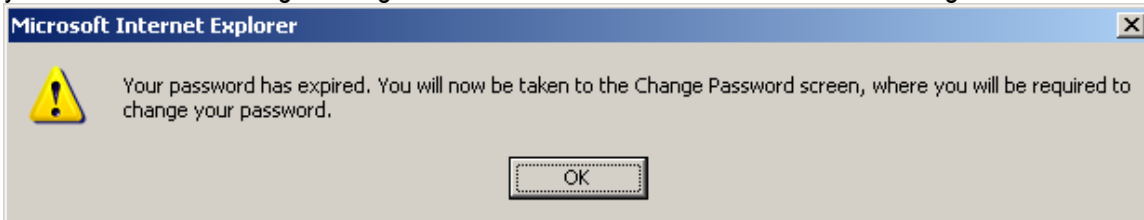


You will then see the Change Your Password page refresh. A date will be stored in the system showing when you last changed your password. You can then proceed to other functions in the PPMLS Tempo System

## SEC 2

### What to do if your Password Expires

If your password expires before you are able to change your password, when you first log into the PPMLS Tempo system you will see the following message. Click OK. You will be directed to the Change Your Password screen.



On the **Change Your Password** screen  
Follow the **New Password Requirements** for creating your new password.

**Change Your Password**

To update your password you must enter your current password in the first box. Then enter your new password in the **New Password** field and in the **Retype New Password** field. The passwords will not be displayed.

**New Password Requirements:**

- 1) Must be between 6 and 15 characters long
- 2) Must contain at least 2 Alpha characters
- 3) Must contain at least 4 Numeric characters
- 4) Must contain only alphas and numeric characters
- 5) Spaces and other special characters are not allowed
- 6) A different password must be used

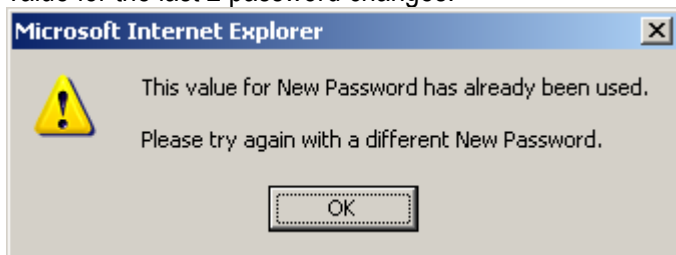
**Your new password will qualify for update when:**

1. Your current password is entered correctly
2. The new password follows the 6 rules listed above
3. The retype new password matches the new password

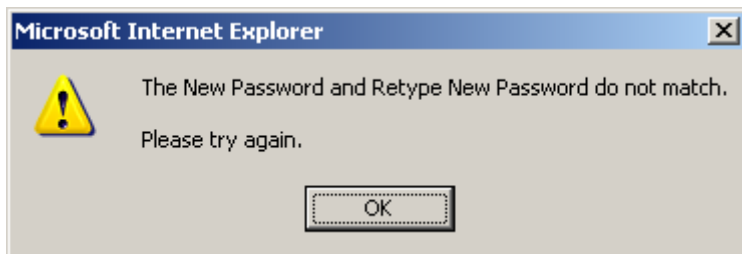
Use the **Verify Change** button to test your new password before submitting.

Current Password	<input type="text"/>
New Password	<input type="text"/>
Retype New Password	<input type="text"/>

After you have entered your **New Password** and **Retyped New Password** click **Verify Change**. If you have tried to use a password value that has been used in the past you will get the following message. **NOTE:** You cannot reuse the same value for the last 2 password changes.



If **New Password** and **Retype New Password** do not match you will get the following message.



You will need to enter values in **New Password** and **Retype the New Password** again.

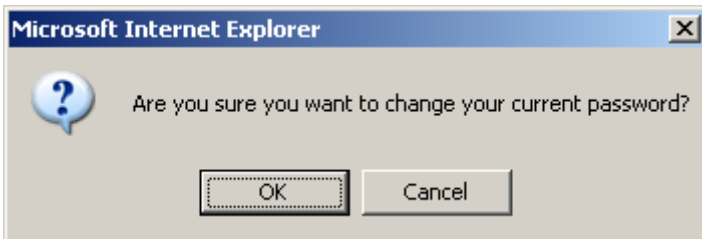
If you enter an incorrect value for **Current Password** you will get the following message and you will need to re-enter your current password.



Once all three fields match you will see the following message. Click OK

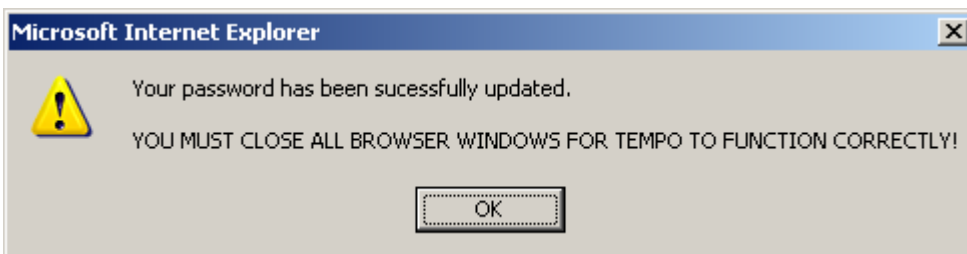


Click OK to change your current password

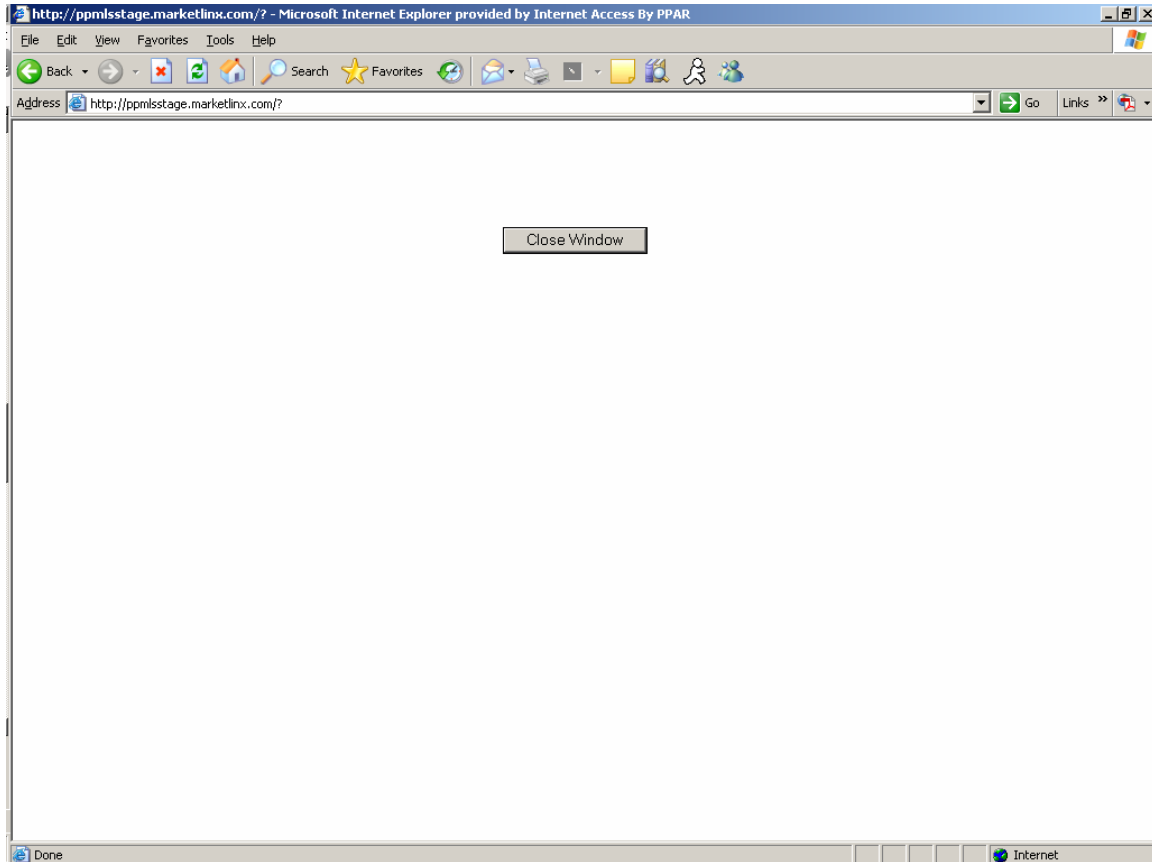


You must close your browser window in order for the password change to take if you are changing your password because it expired. This will allow the cookie that stores your password to be cleared out.

Click OK



## Click Close Window



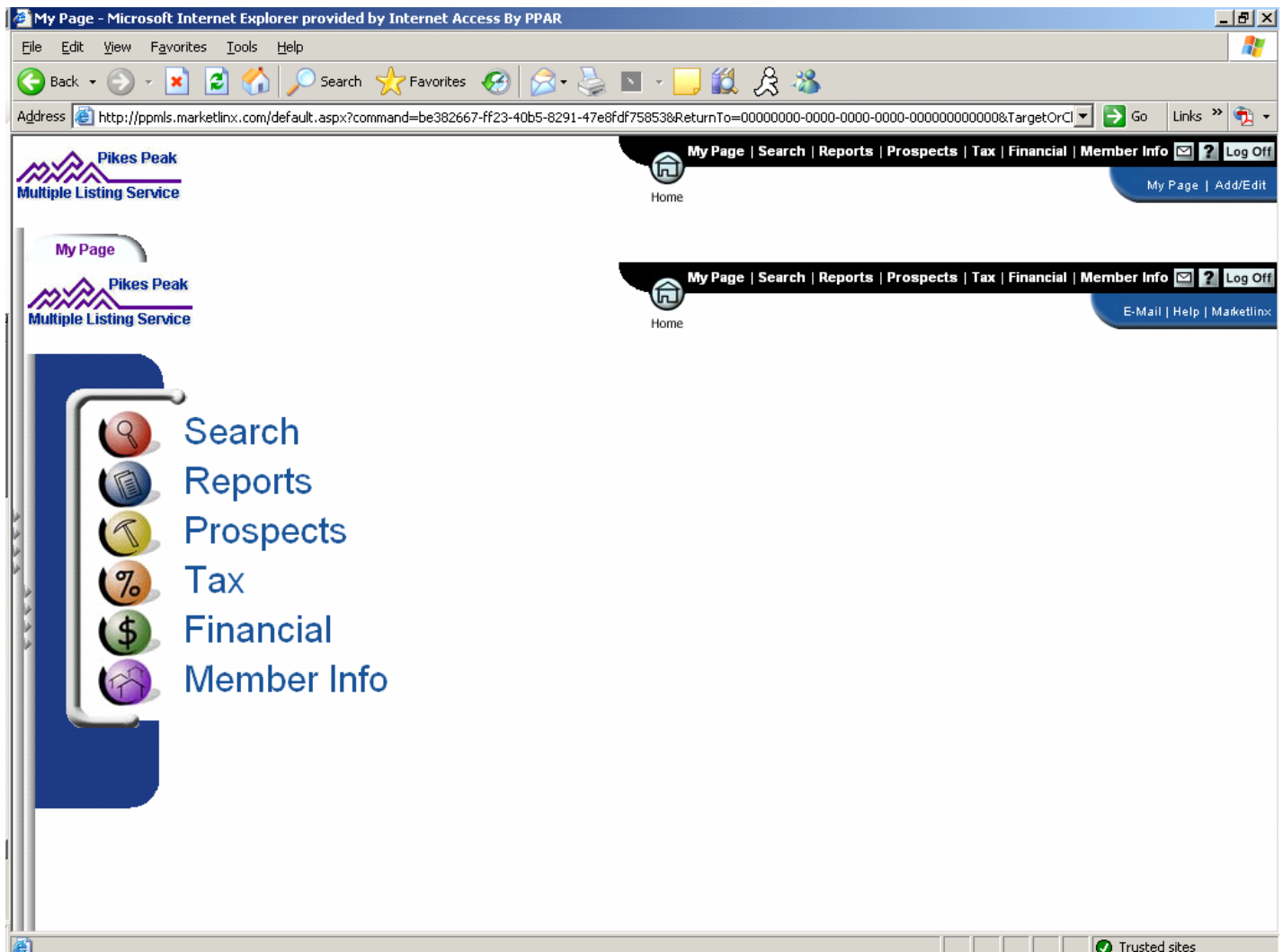
Click Yes – Date will be stored in the PPMLS Tempo system reflecting your change and will begin calculating 108 days from there to begin sending out emails for the next change in 120 days.



Re-open your browser window and go to [members.ppar.org](http://members.ppar.org) if you don't already have this set up as your home page or have it bookmarked as one of your favorites.

## Change Password Problems

If a user tries to change their password two or more times in the same session, the first password change is accepted but on the 2<sup>nd</sup> or 3<sup>rd</sup> try, when the user hits “Change Password” the user will get a screen with a double navigation bar. It doesn’t update the 2<sup>nd</sup> or 3<sup>rd</sup> password change. This is because your cookie still has the 1<sup>st</sup> password change stored and cannot be updated with the 2<sup>nd</sup> or 3<sup>rd</sup> password change. You will need to log out and log back in using your first password change value.



### Don't like the password value you entered.

If you have done a password change and you don't like the password you have used, you will need to log out of the system and follow the steps below.

From your Browser Tool Bar

Browser Tool Bar

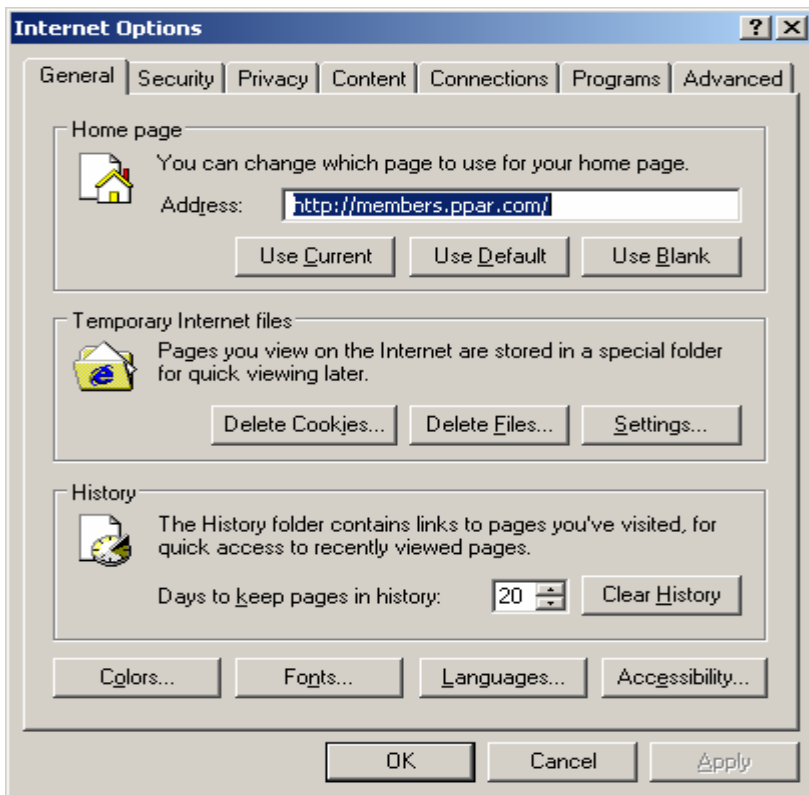
Go to:

Tools

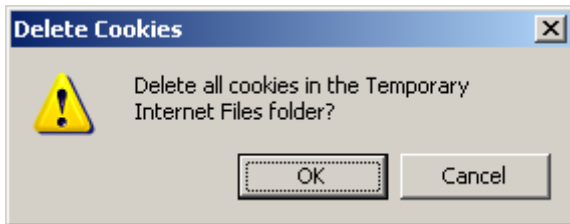
Internet Options

From the General Tab

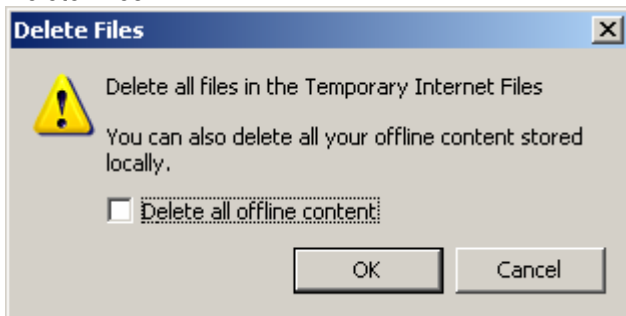
**Hint:** You can also get to Internet Properties from your desktop by:  
Right click on Internet Explorer Icon  
Left click on Properties



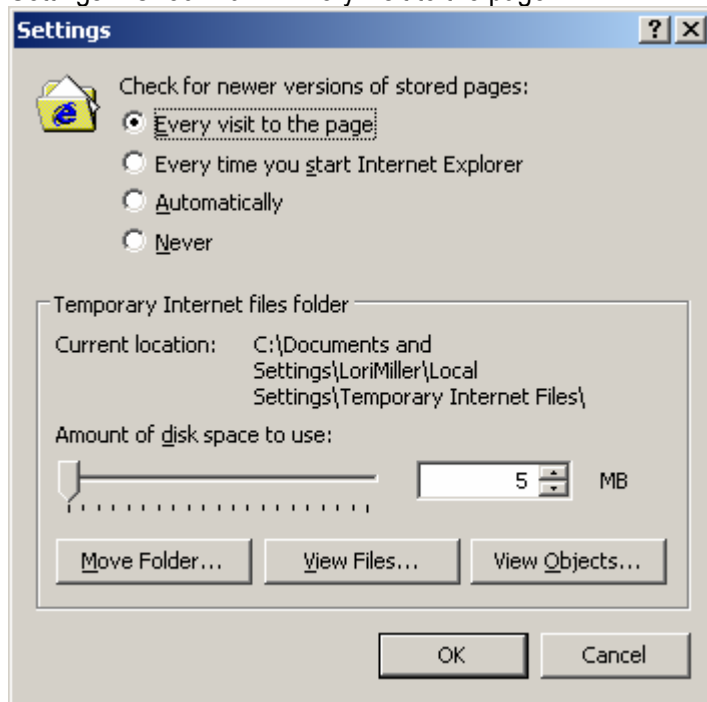
#### Delete Cookies



#### Delete Files



## Settings – Checkmark - Every visit to the page



OK and then OK again.

Go back to [members.ppar.org](http://members.ppar.org)  
Log In to PPMLS Tempo System  
My Page/My Page/Change Password and proceed.